



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Senior Clerk
3	Posting Number	PN# 104469
4	Department	Houston Airport System
5	Division	Technical Services
6	Section	Inventory Control
7	Reporting Location	4500 Will Clayton Parkway*
8	Workdays & Hours	Varied, normally M-F *
*Subject to change		
9	DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Answers telephone, takes messages, greets and directs visitors. Prepares and types records, reports, charts and correspondence. Operates office machines such as calculator, typewriter, copier and personal computer and assembles files. Assists in the preparation and maintenance of the Division's payroll records. Performs other duties as assigned.	
10	WORKING CONDITIONS Performing these duties will involve: discretion about sitting, standing, and walking; making coordinated gross motor movements, and coordinated eye/hand movements; occasional stooping, and bending; operating city vehicles; and lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Nine (9) to eleven (11) years of formal schooling.	
12	MINIMUM EXPERIENCE REQUIREMENTS One (1) year of general clerical work experience.	
13	MINIMUM LICENSE REQUIREMENTS Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	PREFERENCES High School Diploma or GED Certificate. Personal computer experience including Windows, Word and Excel. Ability to follow oral and written instructions. Ability to deal tactfully and courteously with airport personnel, tenants, airlines, and the general public.	
15	SELECTION/SKILLS TEST REQUIRED	Application review and/or interview.
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 08 \$774.00 - \$882.00 Biweekly \$20,124.00 - \$22,932.00 Annually</div>	
18	OPENING DATE	MAY 11, 2005
19	CLOSING DATE	MAY 17, 2005
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862. An equal opportunity employer	